

PART D: APPLICATION FORM

Note: Please answer all applicable questions. Place "N/A" in the space provided if not applicable. Credit will not be given for unanswered questions.

SECTION I: GENERAL INFORMATION

A. APPLICANT SUMMARY

1.01 Applicant Jurisdiction: _____

1.02 Street Address: _____

P.O. Box (if available): _____

City, State, Zip Code: _____

1.03 Telephone: _____

E-Mail Address: _____

1.04 Identify a person in your jurisdiction who is familiar enough with the project to answer questions:

_____	_____
Name, Title	Telephone Number

1.041 If a consultant prepared this application, please identify:

_____	_____
Name, Company	Telephone Number

1.05 Type of project (check one):

Bridge____ Road____ Domestic Water____ Sanitary Sewer____

Storm Sewer____ Solid Waste____

1.051 County in which the project is located: _____

State Legislative District(s):_____ Congressional District(s):_____

1.06 Provide a brief project title: _____

Provide a brief project description. (For example: Replace South Street Sewer Lines):

SECTION I: GENERAL INFORMATION (CONTINUED)

B. THRESHOLD REQUIREMENTS

1.07 Has your jurisdiction adopted the local one-quarter of one percent (0.025%) excise

tax on the sale of real property as permitted by RCW 82.46.010(2)? (See Attachment).

Yes _____ No _____ Not Applicable _____

Growth Management Act : For Counties and Cities involved in GMA Planning. (Does not apply to special purpose districts.) Please refer to the Appendix for a list of time lines on a county-by-county basis.

1.08 Are you currently in compliance with the time lines for adoption of your Comprehensive Plan?

Yes _____ No _____ Not Applicable _____

1.09 Are you currently in compliance with the time lines for adoption of development regulations to be in compliance with your Comprehensive Growth Management Plan? (Attach Copies Of Resolutions)

Yes _____ No _____ Not Applicable _____

ALL APPLICANTS:

1.10 Place a check after each public works system owned by your jurisdiction.

Bridge_____ Road_____ Domestic Water_____ Sanitary Sewer_____

Storm Sewer_____ Solid Waste_____

CAPITAL FACILITIES PLANNING REQUIREMENTS:

1.11 Note: This portion of the application is directed at jurisdictions who are not required to meet Growth Management Act (GMA) requirements or whose compliance dates have not yet passed. Capital Facility Plans must meet requirements as described below.

The following are minimum**threshold** requirements for a Capital Facilities Plan (CFP) as established by the Public Works Board. All loan applicants not planning under GMA must have a CFP which meets them

PLEASE IDENTIFY THE PAGE(S) IN THE CFP WHERE THIS INFORMATION IS LOCATED.

1. Inventory major system components, show locations and capabilities, and assess the overall capital needs for the specific system(s) involved;

Yes _____ No _____ Page # _____

2. Identify, prioritize, and coordinate major capital improvement projects over a six-year period;

Yes _____ No _____ Page # _____

3. Estimate capital project costs, identify financing alternatives for each project identified. Transportation projects and funding must be consistent with locally-established service standards;

Yes _____ No _____ Page # _____

4. Must be updated on a regular basis. We recommend at least once every two years. In no case will a plan over six (6) years old be accepted;

Yes _____ No _____ Page # _____

5. Must have provided opportunity for early and continuous public participation; (Please provide a summary of public meetings with dates that have been held to develop and adopt CFP);

Yes _____ No _____ Page # _____

6. Must be consistent with, and be an element of, the comprehensive plan formally adopted by the governing body of the local jurisdiction; (Please attach resolution ordinance of adoption);

Yes _____ No _____ Date of Comprehensive Plan Adoption _____

7. Must be consistent with the comprehensive plans of neighboring jurisdictions;

Yes _____ No _____ Page # _____

8. Forecast future needs for the capital facilities, show location and capabilities of expanded or new capital facilities;

Yes _____ No _____ Page # _____

PLEASE INCLUDE A COPY OF YOUR CURRENT CFP.

For applicants under GMA whose deadlines for compliance have not passed, their CFP's must meet items one (1) through six (8) above

For number seven (7) above, the Public Works Board gives a special interpretation for special purpose districts. Special purpose districts need to show consistency with the comprehensive land use plan of the counties and/or cities in which they provide services.

SECTION I: GENERAL INFORMATION (CONTINUED)

WATER SYSTEM APPLICANTS ONLY:

- 1.12** Is your system fully metered? Yes _____ No _____
If no, please explain. (See Part B: Key Policy Information - Domestic Water).

- 1.13** Is your Water System Comprehensive Plan current (approved within the last six years?) Yes _____ No _____ Not Applicable _____

If no, please attach a letter from the Washington State Department of Health, Division of Drinking Water, indicating that your system has an approved development schedule for its Water System Plan.

SOLID WASTE SYSTEM APPLICANTS ONLY:

To qualify for loans for solid waste or recycling facilities, a city or county must demonstrate that the solid waste or recycling facility is consistent with and necessary to implement the comprehensive solid waste management plan adopted by the city or county under chapter 70.95 RCW.

- 1.14** Do you have a comprehensive solid waste management plan adopted by the city or county under chapter 70.95? Yes _____ No _____ Not Applicable _____
- 1.15** Is the project that you are applying for consistent with and necessary to implement the comprehensive solid waste management plan? Yes _____ No _____ Not Applicable _____

<p>Note: If you answer “No” to any questions from 1.07 through 1.15, please contact your Regional Account Executive before continuing.</p>

- 1.16** Is the proposed project listed in the CFP (or summary document)? Yes _____ No _____
If no, please explain.

SECTION I: GENERAL INFORMATION (CONTINUED)

C. REVENUE INFORMATION

Note: The following questions are legally required but are not rated. Special purpose districts need answer only those questions applicable to their district. If the jurisdiction is not authorized under state law to levy any one of the following taxes or rates, insert "N/A" in the appropriate space.

For systems that do not charge by cubic foot of water, convert your rate into a charge for cubic feet or estimate the charge on that basis. Use the residential rate for all utilities.

1.17 What is the current monthly rate charged to a single-family residence for the use of 1,000 cubic feet of water? _____

1.18 What is the current monthly sanitary sewage utility rate charged to a single-family residence? _____

1.19 What is your jurisdiction's maximum revenue-levy property tax per \$1,000 valuation? _____

1.20 What is the current regular-levy (non-voter approved) property tax rate per \$1,000 assessed valuation (exclude port, hospital, fire, cemetery, etc.)? _____

1.21 Does the current rate reflect a tax increase equivalent to the 106 percent limit?

Yes _____ No _____ Not Applicable _____

1.22 Identify the rate for:

<u>Type of Tax</u>	<u>Current Rate</u>	<u>Statutory Maximum</u>
Local Option Sales*	_____ %	_____ 1.00%
Real Estate Excise (local only)	_____ %	_____ 1.00%
Electricity*	_____ %	_____ 6.00%
Natural Gas*	_____ %	_____ 6.00%
Telephone*	_____ %	_____ 6.00%
Cable TV	_____ %	_____
B & O	_____ %	_____
Water	_____	_____
Sanitary Sewer	_____	_____
Storm Sewer	_____	_____
Storm/Surface Sewer	_____	_____
Solid Waste	_____	_____

*Excluding state and municipal transit system taxes

SECTION II: PROJECT FUNDING

NOTE: This part of the application has changed significantly from previous Public Works Trust Fund applications. This application form is used for both the Pre-Construction and Construction programs. Applicants now have three options to consider when making application. Also note that grant money cannot be used as local match.

Applicants must select the loan option(s) most suited to their project.

Option 1: Pre-Construction Only Loans

Pre-Construction loans are awarded two times each year; in early summer, and the fall. Since Legislative approval is not necessary for these loans, contracting will begin immediately upon Public Works Board approval.

Timeline

Summer	Fall	Winter	Spring	Summer
Apply	Award	Workshops	Apply	Award

Option 2: Standard Construction Loans

Applications for projects with construction elements will only be accepted in the spring of each year. Jurisdictions will receive notice of their application status in September of the year of application. Contracting will begin immediately upon Legislative approval the following spring.

Timeline

Winter	Spring	Summer	Fall	Winter/Spring
Workshops	Apply		Notice of application Status	Award

Option 3: Joint Application Loans

Applicants with projects containing both pre-construction and construction elements may apply for two loans with this application; *one* for the pre-construction activities and *one* for the construction activities of the project. Applications for this option are accepted in the spring only. Contracting for Pre-Construction loans will begin immediately upon Board approval. Contracting for Construction loans will begin immediately upon Legislative approval.

Timeline

Spring	Summer	Fall	Winter/Spring
Apply	Award Pre-Construction	Notice of Construction Application Status	Award Construction

SECTION II: PROJECT FUNDING - (CONTINUED)

2.01 Estimated Project Costs

Notes:

- Applications for Pre-Construction loans are due in the spring and summer.
- Applications for Construction loans are due in the spring only.

	Total	Expansion or Growth	Repair or Replacement	
Preliminary Engineering	\$ _____	\$ _____	\$ _____	
Design Engineering	\$ _____	\$ _____	\$ _____	
Bid-Document Preparation	\$ _____	\$ _____	\$ _____	
ROW Acquisition	\$ _____	\$ _____	\$ _____	
Environmental Studies	\$ _____	\$ _____	\$ _____	
Pre-Construction				
Other Fees	\$ _____	\$ _____	\$ _____	
Sales & Use Taxes	\$ _____	\$ _____	\$ _____	
Pre-Construction Subtotal	\$ _____	\$ _____	\$ _____	*

STOP here and skip to question 2.02 if you are choosing Option 1 (Pre-Construction Loan only).

CONTINUE with estimated costs if you are choosing Option 2 or 3 (projects with construction elements).

Construction Inspection	\$ _____	\$ _____	\$ _____	
Start-up Costs	\$ _____	\$ _____	\$ _____	
Financing Costs	\$ _____	\$ _____	\$ _____	
Contingency (____%)	\$ _____	\$ _____	\$ _____	
Construction Costs	\$ _____	\$ _____	\$ _____	
Construction				
Other Fees	\$ _____	\$ _____	\$ _____	
Sales & Use Taxes	\$ _____	\$ _____	\$ _____	
Construction Subtotal	\$ _____	\$ _____	\$ _____	
Total Project Cost	\$ _____	\$ _____	\$ _____	*

* See note under section 2.03 on expansion or growth costs.

SECTION II: PROJECT FUNDING - (CONTINUED)

2.02 Anticipated Funding Sources

Federal Grants	\$	_____	
State Grants	\$	_____	
Grants Subtotal			\$ _____

NOTE: GRANT MONEY CANNOT BE USED AS LOCAL MATCHING FUNDS

Locally Generated Revenue

General Funds	\$	_____	
Capital Reserves	\$	_____	
Other Fund _____	\$	_____	
Rates	\$	_____	
Assessments(LID, RID, ULID)	\$	_____	
State Shared Revenue (Fuel Tax, MVET: List)			
_____	\$	_____	
_____	\$	_____	
Federal Loans (List)			
_____	\$	_____	
_____	\$	_____	
State Loans (List)			
_____	\$	_____	
_____	\$	_____	
Other (Identify Sources)			
_____	\$	_____	
_____	\$	_____	
Total Local Revenue			\$ _____
Trust Fund Loan			\$ _____

SECTION II: PROJECT FUNDING - (CONTINUED)

2.03 Calculating Local Match

Please Note:

- Expansion or Growth costs are not eligible for PWTF funding. Please exclude any expansion or growth related costs and funding before calculating the local match.
- State and Federal Grants cannot be used as local match. Please exclude grants before calculating the local match.

Calculate the local match as follows:

$$\frac{\text{Total Local Revenue}}{(\text{PWTF Loan} + \text{Total Local Revenue})} = \text{Local Match}$$

Please show your local match calculation:

Local Match (%)_____

The Local Match Must Be At Least	Ten percent (10%)	For a loan interest rate of	3%
	Twenty percent (20%)	For a loan interest rate of	2%
	Thirty percent (30%)	For a loan interest rate of	1%

New Question

2.04 Please select the appropriate loan option

Which Loan Option Is This Application For?

Option 1: Pre-Construction (Y/N) _____

Option 2: Construction (Y/N) _____

Option 3: Joint Application (Y/N) _____

If you have selected Option 3, please enter the Pre-Construction Loan amount (Loan amount may be less, but cannot be larger than Pre-Construction Subtotal in question 2.01.)

Pre-Construction Loan Amount Requested \$ _____

Please Note:

- PWTF assumes that the local match for the Pre-Construction loan will be equal to or greater than the match identified in question 2.03 above.
- If two loans are offered, applicants will be required to identify sources of local match at the time of project scoping. Each loan will have separate local matches.
- Pre-Construction Loans cannot be counted as local match for Construction Loans.

SECTION II: PROJECT FUNDING - (CONTINUED)

FINANCIAL PREPAREDNESS

2.05 Describe any constraints on the sources listed under 2.02. Examples might include voter approval, receipt of federal grant, or time or match limitations associated with a particular fund source.

2.06 How do you intend to repay this loan? Please identify revenue sources.

2.07 Will you be using any kind of an improvement district as part of the local share?

Yes _____ No _____

Examples include local improvement districts (LIDs) and road improvement districts (RIDs). Other possibilities include utility improvement districts (ULIDs), transportation benefit districts (TBDs), or business improvement areas (BIAs).

2.071 Identify the district type: _____

<p>Note: Applicants in the process of establishing a Local Improvement District (LID) or a Utility Local Improvement District (ULID) to help pay for projects should make application after the protest period is past. If the protest period is not past, you must be able to show your ability to finance the project in the event that the LID or ULID fails. Applicants who have not passed the protest period at the time of application, and who have not demonstrated capacity to repay the project without LID or ULID involvement will be considered a high risk and may not be awarded PWTF loans. <i>Applicants proposing to use a Transportation Benefit District (TBD) for project funding should have obtained voter approval for levying taxes prior to submitting this application.</i></p>
--

2.072 If yes, has the protest period for the LID or ULID formation passed?

Yes _____ No _____

If it is a TBD, has voter approval for formation been given?

Yes _____ No _____

SECTION II: PROJECT FUNDING (CONTINUED)

- 2.08** How and when have project cost estimates been made? Indicate the source of your estimates (i.e., 1995 engineering study done by county public staff, or estimates completed by consulting engineer). Identify the public works standards (i.e., UATA, APWA, AWWA, AASHTO) used to arrive at project scope and cost.

SECTION III: PROJECT SCOPE

- 3.01** Provide a Scope of Work for the proposed project in quantified terms--how much and which system elements are you proposing to repair or replace (i.e., two wells, 800 linear feet of water transmission main). If any of the project activities proposed are an expansion of your present system (rather than repair or reconstruction), identify these activities and explain whether they are necessary to serve the current population.

Note: Be specific in your response. Your Scope of Work must clearly meet the identified need for the project as described in responses to Question 4.02. Include a map of your jurisdiction or service area with the location of your project activities clearly shown. (Label project roads and bridges with functional classifications: i.e., primary arterial, collector, etc.) If the project contains wetland(s) as disclosed in Section VI, page 25 of this application, please show the location and type of wetland(s) on the map. Attach additional sheets if necessary. Guidelines for preparing the Scope of Work are found in the Appendix, pages 41 and 42.

SECTION III: PROJECT SCOPE (CONTINUED)

3.02 Estimated Schedule for Project Completion

Estimated Completion Date

Loan Agreement Signed	_____
Preliminary Engineering Report	_____
Required Permits Obtained	_____
Design Engineering	_____
Land ROW Acquisition	_____
Prepare Bid Documents	_____
Award Construction Contract	_____
Begin Construction	_____
Complete Construction	_____
Close-out Report Completed	_____

Note: **The Public Works Trust Fund will begin the contracting process immediately upon Board or Legislative approval (whichever is appropriate). Loan recipients must sign a loan agreement within 90 days of receiving the agreement from the Trust Fund. Work on construction projects must begin no later than October 1st following Legislative approval, and be completed within 36 months of loan agreement execution. Work on pre-construction projects must begin no later than 3 months of loan agreement execution, and be completed within 18 months of loan agreement execution.**

Applicants are responsible for scheduling adequate time to acquire all necessary permits and approvals . *For construction projects, we recommend preliminary design and bid document work be done, using the local share or other funds, prior to April of the year of legislative approval, whenever possible.*

3.03 The useful life of these improvements is _____ years.

SECTION IV: PROJECT NEED

Note: *All questions are important. Due to the competitiveness of this program, some applicants miss being funded by only one point. A maximum of 100 points is possible. Questions receiving points have the number of points possible noted in brackets.*

4.01 [Up to 6 points] Please identify the primary category(ies) of the proposed project:

<u>Bridge/Road</u>	<u>Domestic Water</u>	<u>Sanitary Sewer</u>
<input type="checkbox"/> Principal arterial	<input type="checkbox"/> Supply/Source	<input type="checkbox"/> Treatment (includes water reuse)
<input type="checkbox"/> Minor arterial	<input type="checkbox"/> Treatment	<input type="checkbox"/> Intercept
<input type="checkbox"/> Major collector	<input type="checkbox"/> Storage	<input type="checkbox"/> Pump/Lift
<input type="checkbox"/> Minor collector	<input type="checkbox"/> Transmission	<input type="checkbox"/> Collector
<input type="checkbox"/> Local/Other	<input type="checkbox"/> Distribution	<input type="checkbox"/> Conservation/Other
	<input type="checkbox"/> Conservation/Other	
<u>Storm Sewer</u>	<u>Solid Waste</u>	
<input type="checkbox"/> Storage/Detention	<input type="checkbox"/> Waste Reduction/Recycle	
<input type="checkbox"/> Treatment	<input type="checkbox"/> Remedial Action	
<input type="checkbox"/> Interceptor	<input type="checkbox"/> Transfer	
<input type="checkbox"/> Collector	<input type="checkbox"/> Final Disposal	
<input type="checkbox"/> Other	<input type="checkbox"/> Other	

SECTION IV: PROJECT NEED (CONTINUED)

- 4.02 [Up to 22 points]** This section of the application is your opportunity to tell us your story describing the need to proceed with the proposed project. Provide enough detail to describe the seriousness of the public works problem(s) you are proposing to solve and the benefit you wish to achieve with this project. (The Scope of Work in question 3.01 provides the solution to the need identified in this question.)

Note: When responding to parts a) and b), please provide thorough and complete responses, including financial or numerical data to demonstrate the extent of the problem. If you use supporting documentation, provide a summary of that information in this response and attach a copy of the supporting document. See Appendix, for samples of “Project Need” descriptions. Attach additional sheets if necessary.

- a) Describe the seriousness of the public works problem(s) you are proposing to solve. (Is there a threat to public health or safety? Describe how many people are affected, area affected, impacts to community, etc.)
- b) Describe how and to what extent or degree this project will benefit this public works system. (Some examples are: operating cost reductions, permit efficiencies, extend useful life of the system, use of recycled materials, recycle/resource conservation, etc.)
- c) Does the Scope of Work fully address all of the project need as described in 4.02 a) and b) above?

Yes _____ No _____

If no, please identify how the project described in the Scope of Work is a part of a strategy to fully address the need. Please identify what other projects and time frames are necessary to complete a local government response to the project need.

SECTION IV: PROJECT NEED (CONTINUED)

- 4.03 [No points for yes; negative 1 point for no] FOR GMA PARTICIPANTS ONLY.** Is your jurisdiction party to a GMA county-wide planning policy related to the type of public facility for which you are applying for funding? (RCW 43.17.250) (See Attachment.)

Yes _____ No _____

Note: This question does not apply to Non-GMA jurisdictions.

If yes, please specify the policy: _____

- 4.04 [0-2 points]** Are there other jurisdictions such as counties, cities, state/federal agencies involved in the planning, financing, construction, or operation of this project?

Yes _____ No _____

If so, please explain how and with whom.

- 4.05 [0-2 points]** What opportunity to increase local economic activity in a community with low economic growth will this project provide?

Describe the current local economic conditions and how, why, and to what degree you believe the proposed project will improve the economic outlook for your community.

SECTION IV: PROJECT NEED (CONTINUED)

4.06 [Up to 8 points] Please indicate if any of the following apply:

- ☐ The local government has declared an official emergency for this project. ***Please explain and attach a copy of emergency declaration.***
- ☐ The project is necessary to comply with a court order. ***Please attach a copy of the court order.***
- ☐ The project is necessary to comply with an official enforcement action by a regulatory agency. ***Please identify the agency and attach supporting documentation.***
- ☐ A moratorium has been imposed by the local government or a regulatory agency. ***Please attach supporting documentation.***
- ☐ The project is preventative in nature. ***Please describe below and attach supporting documentation.***
- ☐ Other urgency. ***Please describe below and attach supporting documentation.***

4.061 Describe any of the above checked circumstances.

4.062 Identify attached supporting documents, or explain why documentation is not available.

SECTION V: LOCAL MANAGEMENT EFFORT

Local management effort is defined as the measure of a local government's maintenance practices, willingness and ability to raise revenue from local sources, and its ability to manage these revenues. This effort will be measured in four key areas: system maintenance, revenue acquisition, financial management, and capital facilities planning implementation. The person(s) responsible for each area is encouraged to respond to the appropriate questions. Points are awarded only for the answers provided under each question. You may repeat an answer under separate questions as long as the information is relevant. Attach additional sheets if needed to complete your answer.

Note: Unless otherwise stated, “public works system” or “system” refers to the *entire public works system* (road, bridge, domestic water, sanitary sewer, storm sewer, or solid waste) for which this application is being made. Bridges and storm sewers may be considered to be components of the road system, if the applicant jurisdiction provided these services under joint planning, budgeting, and maintenance practices.

5.01 Has your governing body acquired this system within the last six years?

Yes _____ No _____

5.02 [Up to 5 points] Describe three of the most current maintenance or repair projects undertaken in the last ten years for this system. Exclude modifications made solely to accommodate growth. Include a brief descriptive title for the work (i.e., Well 3 Rehabilitation \$248,756, Rivus Bridge Deck repair \$26,000, etc.). Applicants for bridge or storm water projects may list maintenance or repair projects made for the entire road system.

<u>Project Title</u>	<u>Date Completed</u>	<u>Cost</u>
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____

Note: If your system is newly acquired, or in the process of being acquired, explain how you anticipate doing the above.

SECTION V: LOCAL MANAGEMENT EFFORT (CONTINUED)

- 5.03 [Up to 10 points]** Other than maintenance or repair projects, describe four or more strategies behind your maintenance program (i.e., use of maintenance plan, reserve funds, scheduled inspections, methods of budgeting, computer programs used). Please provide sufficient detail for each strategy identified. Be specific in how the strategy is used.

NOTE: If your system is newly formed, explain how you anticipate implementing a maintenance program. Attach additional sheets if necessary.

- B. 5.04 [Up to 5 points]** Explain how you finance capital improvements for the public works system for which you are applying (i.e., pay-as-you-go, debt issuance, special levies, LIDs, etc.).

- 5.05 [Up to 5 points]** List two or more revenue producing taxes, charges, or fees that are used to maintain and operate the system(s) for which you are applying (i.e. rates, general taxes).

Explain how you finance operations and maintenance activities for the public works system for which you are applying (i.e. rates, tipping fees, general taxes, other fees and taxes).

SECTION V: LOCAL MANAGEMENT EFFORT (CONTINUED)

- 5.06 [Up to 5 points]** Explain in detail what has been done in the last ten years to maintain or improve the financial base of the public works system for which you are applying (i.e., rate review, dedication of tax revenues, special fees/charges, recycling activities, resource conservation, preventative maintenance, methods/policies for reducing operating costs). Attach additional sheets if necessary.

- 5.07 [Up to 5 points]** Identify the latest debt (bond or loan) issued within the last ten years to support this system. Identify what it was used for, when it was issued, and the amount. Bridge, storm water, and ferry projects may cite a road or street issuance. If debt financing has not been used, indicate N/A.

<u>Description</u>	<u>Date Issued</u>	<u>Original Issuance Amount</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

- 5.08 [Up to 5 points - Restorative - to restore any points lost in 5.07]** Has an improvement district been formed in the past ten years to support this system?
Yes _____ No _____

Bridge and storm sewer projects may cite local improvement districts (LIDs) and road improvement districts (RIDs). Other possibilities include utility improvement districts (ULIDs), transportation benefit districts (TBDs), or business improvement areas (BIAs).

If yes, name(s) of the improvement district(s) and when formed.

_____	_____ Month/Year
_____	_____ Month/Year
_____	_____ Month/Year

SECTION V: LOCAL MANAGEMENT EFFORT (CONTINUED)

5.09 [Up to 5 points - Restorative - to restore any points lost in 5.07] Does your jurisdiction use pay-as-you-go financing in place of debt financing?
Yes _____ No _____

5.091 If yes, please indicate your reasons for doing so and show the sources of revenue for your pay-as-you-go financing of this system (i.e., general taxes, reserve accumulation, community fund raisers, etc.). Attach additional sheets if necessary.

5.092 List the three most significant pay-as-you-go projects in the last ten years.

<u>Description</u>	<u>Date</u>	<u>Cost</u>
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____

5.10 [Up to 5 points. Restorative - to restore any points lost in 5.07] Are there any local economic conditions or circumstances which prevent your jurisdiction from using, or more fully using, one or more revenue sources (bonds, loans, LIDs, RIDs, rate adjustments, taxes, pay-as-you-go, etc.)?

Yes _____ No _____

If yes, please explain.

SECTION V: LOCAL MANAGEMENT EFFORT (CONTINUED)

C. FINANCIAL MANAGEMENT

Note: These next questions are designed for you to tell us how your management policies and strategies benefit the system for which you are applying. Please consider financial, operational, and human resource management in your response.

- 5.11 [Up to 4 points]** Please list four or more financial management policies or strategies (i.e., investment goals, purchasing practices, employee training, budgeting strategies, etc.) you are using to benefit *the finances of this system*.

SECTION V: LOCAL MANAGEMENT EFFORT (CONTINUED)

- 5.12 [Up to 12 points]** Explain how you are carrying out the policies and strategies listed on the previous page. ***Directly correlate your answer to each policy or strategy identified in question 5.11.***

SECTION V: LOCAL MANAGEMENT EFFORT (CONTINUED)

C. CAPITAL FACILITIES PLAN IMPLEMENTATION

Note: The following questions are used to determine whether or not Capital Facilities Plans (CFPs) are being implemented.

- 5.13 [Up to 9 points]** Please name two capital improvement projects identified within the last six years in a CFP for this system which have either been initiated or completed. If no capital improvement projects were listed for this system, please write N/A in the space provided.

Project	Year Initiated
---------	----------------

Project	Year Initiated
---------	----------------

- 5.131 [Up to 9 points. Restorative - for credit lost in 5.13]** If you have just adopted a CFP for the first time for this system, please list capital projects from your CFP for this system for which you will be expending funds in the current or upcoming year. If no capital improvement projects were listed for this system, please write N/A in the space provided.

Project	Year Initiated
---------	----------------

- 5.132 [Up to 9 points. Restorative - for credit lost on 5.13]** Please name up to five capital improvement projects (not for this system) listed in your CFP which have either been initiated or completed within the last five years. **If no capital improvement projects were listed for other systems, please write N/A in the space provided.**

Project/System	Date
----------------	------

Project/System	Date
----------------	------

Project/System	Date
----------------	------

Project/System	Date
----------------	------

Project/System	Date
----------------	------

SECTION VI: WETLANDS DISCLOSURE FORM (GOVERNOR'S EXECUTIVE ORDER 90-04)

6.01 Is there a wetland, as defined by either U.S. Fish and Wildlife or the Clean Water Act, on the site or within 200 feet?

Yes _____ No _____

U.S. Fish and Wildlife Definition

For purposes of this classification wetlands must have one or more of the following three attributes: (1) at least periodically, the land supports predominantly hydrophytes, (2) the substrate is predominantly undrained hydric soil, and (3) the substrate is nonsoil and is saturated with water or covered by shallow water at some time during the growing season of each year.

Clean Water Act Definition

Those areas that are inundated or saturated by surface or groundwater at a frequency and duration sufficient to support, and that under normal circumstances do support, a prevalence of vegetation typically adapted for life in saturated soil conditions. Wetlands generally include swamps, marshes, bogs, and similar areas.

6.02 Washington State Four-Tier Wetlands Rating Category: (If yes, mark all that apply.)

Categories _____ I, _____ II, _____ III, _____ IV

6.03 Are any wetland mitigation measures proposed to avoid impacts from this project?

Yes _____ No _____

6.04 If yes, please describe.

6.05 Will these mitigation measures result in no net loss of wetlands?

Yes _____ No _____

Information on this disclosure form was provided by:

Name

Title

() _____
Phone

Date

APPLICANT CERTIFICATION

WHEREAS, _____, is applying to the Washington State Public Works Trust Fund program for a low-interest loan for an eligible project; and

WHEREAS, RCW 43.155.070 requires that applicants planning under RCW 36.70A.040 must have adopted comprehensive plans in conformance with the requirements of chapter 36.70A RCW, and must have adopted development regulations in conformance with the requirements of chapter 36.70A RCW; and

WHEREAS, RCW 70.95 requires a comprehensive Solid Waste Management plan adopted by the city or county; and

WHEREAS, RCW 43.155.070 requires that county and city applicants must have adopted the local optional one-quarter of one percent Real Estate Excise Tax, as described in Chapter 82.46 RCW; and

WHEREAS, the local governing body has approved submission of this application for a Public Works Trust Fund loan; and

WHEREAS, it is recognized and acknowledged that the entire application packet consists of Part A, Part B, Part C, Part D, and Part E all of which contain policy and procedural information applicable to the program. Only Part D need be returned for review by the Public Works Board; and

WHEREAS, the applicant recognizes and acknowledges that the information in Part D is the only information which will be considered in the evaluation and rating process. Incomplete responses will result in a reduced chance of funding. In order to ensure fairness for all, the Public Works Board does not accept any additional written materials or permit applicants to make presentations before the Board; and

WHEREAS, the information provided on the Wetlands Disclosure form (Section VI) is accurate to the best of the local government's knowledge and ability; and

WHEREAS, it is necessary that certain conditions be met as part of the application process; and

WHEREAS, RCW 43.155.060 requires that the project will be advertised for competitive bids and administered according to standard local procedure; and

WHEREAS, the loan will not exceed 90 percent of eligible costs incurred for the project; and

WHEREAS, any loan arising from this application constitutes a debt to be repaid, and
(person/title)_____ has reviewed and concluded it has the necessary capacity to repay such a loan; and

WHEREAS, the information provided in this application is true and correct to the best of the government's belief and knowledge and it is understood that the state may verify information, and that untruthful or misleading information may be cause for rejection of this application or termination of any subsequent loan agreement.

NOW THEREFORE, (name of local government)_____ certifies that it meets these requirements, and further, that it intends to enter into a loan agreement with the Department of Community, Trade and Economic Development, provided that the terms and conditions for a Public Works Trust Fund loan are satisfactory to both parties.

Signed _____

Title _____

Name _____

Date _____

ATTEST _____

**CERTIFICATION BY PREPARER OF APPLICATION
(Staff Member of Consultant)**

WHEREAS, _____ has prepared this application for a Washington State Public Works Trust Fund loan; and

WHEREAS, the preparer recognizes and acknowledges that the entire application packet consists of Part A, Part B, Part C, Part D, and Part E, all of which contain policy and procedural information applicable to the program, and that only Part D need be returned for review by the Public Works Board; and

WHEREAS, the preparer recognizes and acknowledges that the information in Part D is the only information which will be considered in the evaluation and rating process. Incomplete responses will result in a reduced chance of funding, and that in order to ensure fairness for all, the Public Works Board does not accept any additional written materials or permit applicants to make presentations before the Board; and

WHEREAS, the information provided in this application is true and correct to the best of the preparer's belief and knowledge; and

WHEREAS, the information provided on the Wetlands Disclosure Form (Section VI) is accurate to the best of the preparer's knowledge and ability; and

NOW THEREFORE, _____ recognizes and acknowledges the above declarations and certifies that this application meets the above requirements.

Signed _____

Name _____

Title _____

Date _____

ATTEST _____

APPLICATION CONTENT CHECKLIST

- _____ A separate application, including the certification form, has been completed for each project proposal being submitted. **NOTE: Please make sure all questions have been answered .**
- _____ Four copies of each application are included with each original (a total of five).
- _____ A map, clearly showing the project location and adjacent wetlands, has been included with the original application. (Copies are not required.)

Please do not send photos, blueprints, or specifications with the loan application.

Note: Applicant workshops will be offered late February!! Call for more information. (See Part C - page xiv.)

Applicants who wish to obtain a copy of the PWTF loan application on PC diskette should call Beth Rockwell, Public Works Trust Fund staff, at (360) 753-3262. The application will be copied in Word 6.0. If you decide to reprint the application, please keep the format as is. When additional sheets are needed to answer a question, please start a new page immediately after the question page. **We will not accept a PC diskette submittal in lieu of paper copies.**

Note: This application can be found on the County Road Administration Board (CRAB) Bulletin Board, and the Internet. See Attachment B for directions.

Applications should be mailed to:	Applications should be hand delivered to:
Public Works Trust Fund Department of Community, Trade, and Economic Development P.O. Box 48319 Olympia, Washington 98504-8319	Public Works Trust Fund Community Investment Unit Third Floor, Suite 350 906 Columbia Street S.W. Olympia, Washington

Note: Applications must be postmarked no later than:

Pre-Construction:

- **Wednesday, April 9, 1997**

Construction:

- **Wednesday, April 9, 1997**

or hand delivered to the Public Works Trust Fund office no later than 4:00 p.m. of the application due date. FAXED APPLICATIONS WILL NOT BE ACCEPTED.